



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Human Resources Specialist
3	Posting Number	PN# 112013
4	Department	Houston Airport System
5	Division	Human Resources
6	Section	Payroll/Benefits
7	Reporting Location	16930 John F. Kennedy Blvd.*
8	Workdays & Hours	Varied, normally M-F*
		*Subject to change
9	DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Under limited supervision, performs complex administrative duties involving FMLA, pension, medical, dental and disability benefits and worker's compensation record keeping. Researches complex payroll and benefit matters for supervisor. Handles payroll and benefit inquiries and complaints with compassion to ensure quick, equitable, courteous resolution. Conducts employee and supervisor meetings and arranges for enrollment of employees in optional benefits plans. Trains employees and supervisors on policy procedures and internal systems changes including procedures and forms utilized in leave and attendance activities. Advises and counsels management and employees on existing benefits. Issue communications material on benefits occasionally. Prepares standard and ad hoc reports involving time and attendance records, vacation and sick time usage, FMLA, pension and worker's compensation.	
10	WORKING CONDITIONS Performing these duties will involve: applying specialized information; speaking clearly and effectively; adjusting to critical and demanding work; preparing a variety of numerical computations; reading and interpreting a variety of policies and instructions; and dealing with people in tense situations; operating city vehicles; be able to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS One (1) year of related professional experience in human resources is required. Pertinent human resources experience at the professional level may be substituted for the education requirement on a year-for-year basis.	
13	MINIMUM LICENSE REQUIREMENTS Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	PREFERENCES Preference will be given to applicants who are computer literate, particularly performing in a Windows XP environment. Knowledge of payroll procedures. PHR, SPHR certification and/or IPMA-CP, IPMA-CS preferred.	
15	SELECTION/SKILLS TEST REQUIRED	Application review and/or interview.
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 17 \$1,198.00 - \$1,310.00 Biweekly \$31,148.00 - \$34,060.00 Annually</div>	
18	OPENING DATE	JULY 19, 2006
19	CLOSING DATE	OPEN UNTIL FILLED
20	APPLICATION PROCEDURES Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor or for advanced consideration submitted online at: www.fly2houston.com . Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862. <div>An equal opportunity employer</div>	